

# RESIDENTIAL RENTAL

*LESSEE'S GUIDE*



# I N D E X



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## Why Do You Need An Estate Agent?

Taking a property on rent is not an easy task, unless you have a mediator helping you all throughout the deal. And that mediator needs to be an expert in the field.

A mediator who is an expert, has to be a real estate agent. And a real estate agent is the one who...

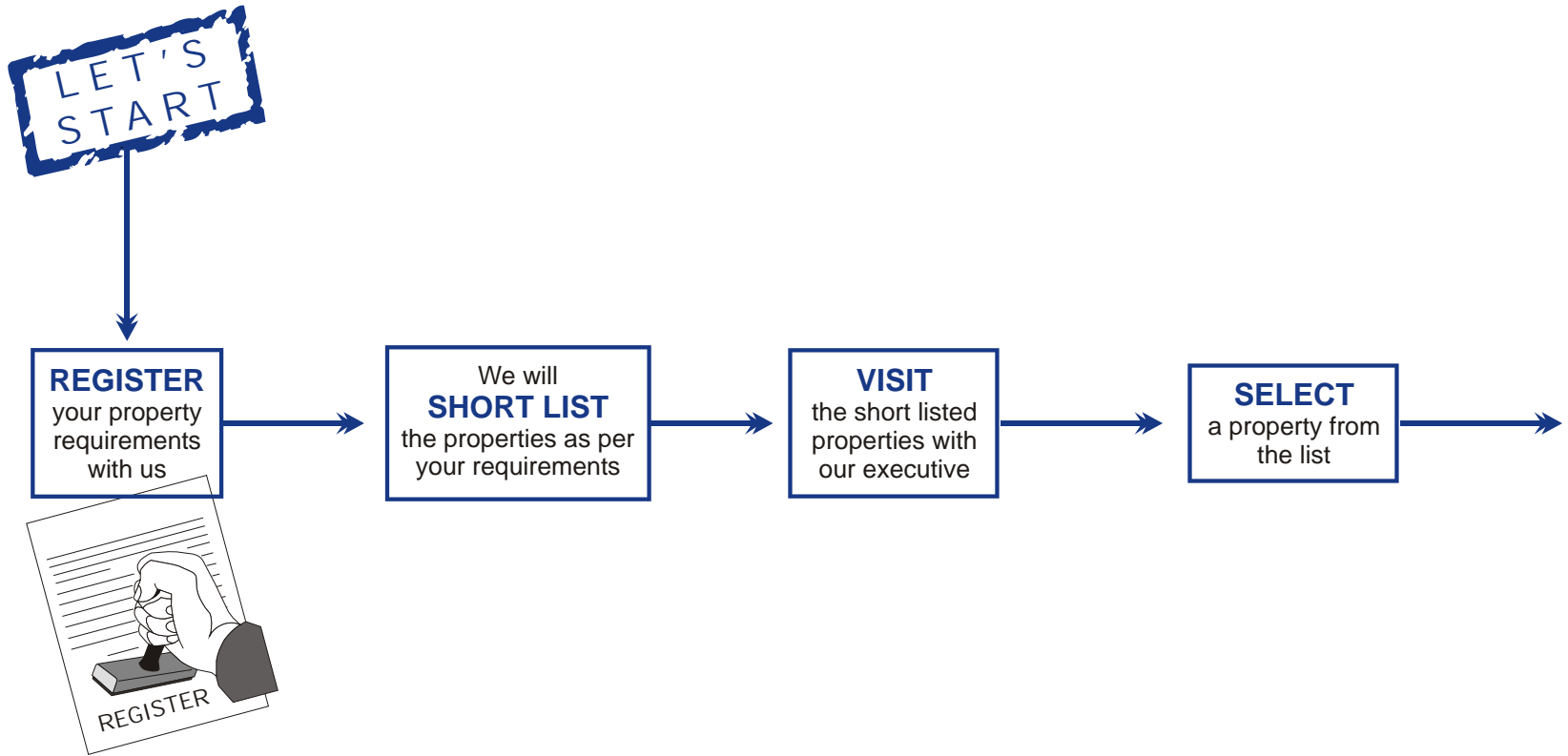
1. **Understands your requirements thoroughly**, like what type of a property do you need, in which area, in what budget, for how long etc.
2. **Knows the city in and out**, like which area has what features, what sort of neighborhood can be found in various areas, what are the prevailing rates in those areas, and so on...
3. **Has a good database of properties** out of which he show enough options in a particular type of requirement.
4. Has proper **infrastructure** and **trained manpower** to facilitate the deal.
5. Does **not beat around the bush**. Wasting the time and efforts of both the parties and then settling with plenty of compromises in your requirements is something everyone would hate.
6. Has a good amount of **experience in the field** and a good list of **satisfied clientele** since these two are the yardsticks for practical expertise.
7. Is **unbiased and fair in dealing**. It should be neutral to both, the owner as well as the tenant.
8. Provides thorough **assistance throughout the deal** starting from seeing of properties to proper documentation and legal formalities.
9. Stands by and supports the client not just till the property is finalized but even after the agreement like renewal reminders and procedures or termination and caution deposit settlement. Well, that's called **an end to end solution**.
10. Should provide a **complete value for money package deal**, taking care of all the nitty gritty during the deal. Someone whom you would not hesitate in paying the brokerage to!

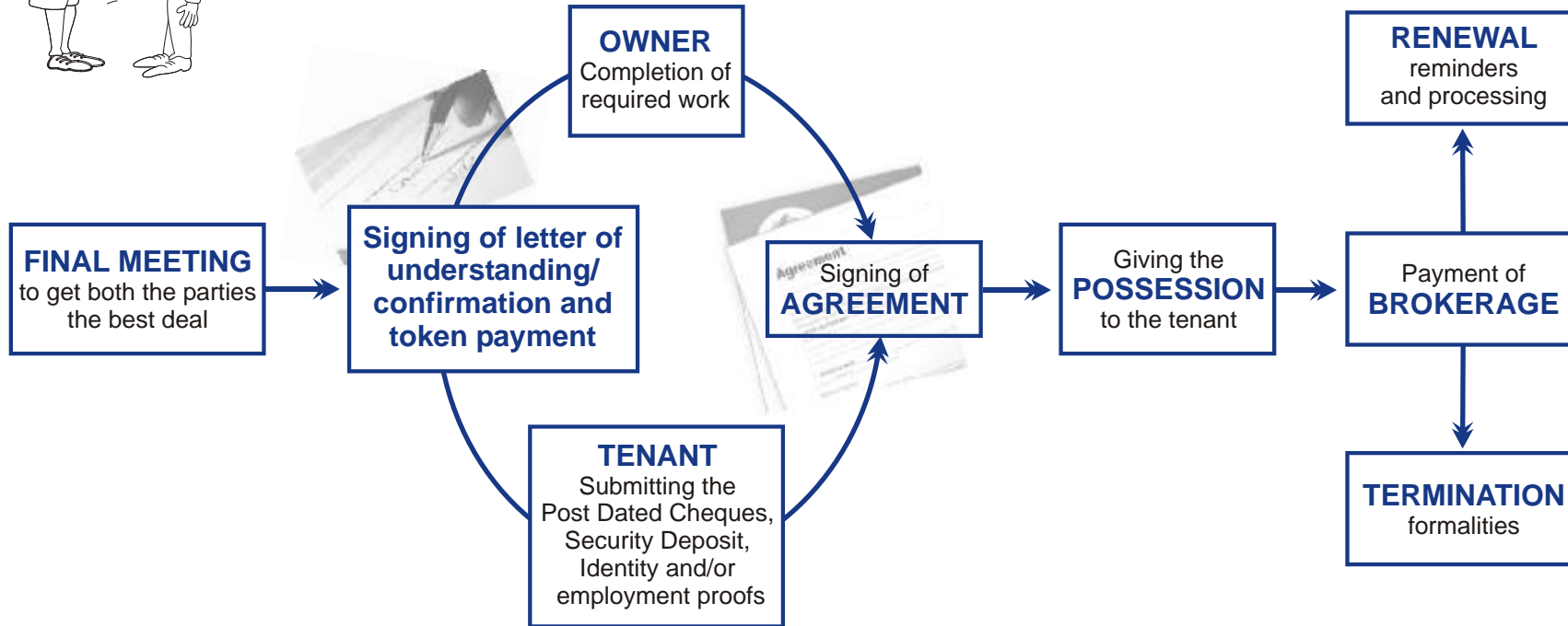
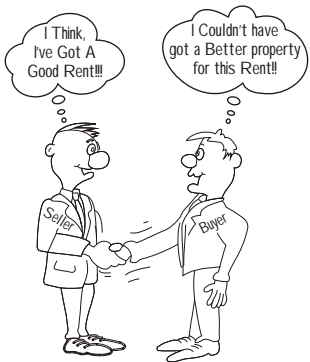
If you agree with our perception of a good real estate agent, then Space Management is the place for you.





## Step Wise Procedure Of The Deal





## General Terms And Conditions

Term	
Agreement Period	✓ 11 months on Leave and Licence basis.
Agreement stamping and registration charges	✓ To be shared by the Licensor and the Licensee equally i.e. 50:50
Licence Fee	✓ In case of Agreement with the Company; Payable in advance on or before 7 of each English Calendar month. ✓ In case of Agreement executed with an individual; the Licence Fee will be payable by way of Post Dated Cheques for the Agreement Period.
Security Deposit	✓ Equivalent to Three months' Licence Fee refundable at the time of vacating the premises after adjusting against the outstanding if any as per the Agreement.
Electricity Charges	✓ Extra on actual.
Society's common maintenance Charges	✓ Inclusive of the Licence Fee during the Agreement Period. Any increase in the Society's common maintenance charges will be taken care of at the time of renewal of the agreement.
Local Authority Taxes and Cesses	✓ Inclusive of the Licence Fee during the Agreement Period. Any increase in the Local Authority Taxes or any new Taxes/cesses will be taken care of at the time of renewal of the agreement.
Possession	✓ Against signing of the agreement and the payments towards Security Deposit and the Licence Fee, brokerage etc. and submission of identity, address proof or employment proof and passport size colour photographs from the Licensee/Occupant.
Renewal	✓ For a maximum of further two intervals of 11 months.
Increment in Licence Fee	✓ 7% increase every renewal cumulatively.
Notice	✓ 30 days prior notice to the other parties before vacating the premises or getting the premises vacated.
Penalty	✓ Upon expiry or pre mature termination : Licensee shall lose its rights and will be considered as an authorised occupant till it vacates the premises and will be liable to pay a penalty equivalent to 200% of the Monthly Licence Fee on pro rata basis ( calculated per day ) until the premises is vacated.
Vacating, Re-possession and settlement of Security Deposit account	The Security Deposit account will be settled by the Licensor at the time of Licensee ; <ol style="list-style-type: none"> <li>1. Clearing all his dues towards license fee, electricity charges, Society Charges, Local Authority taxes, telephone charges , internet charges, cable charges etc. ( whichever applicable as per the agreement ) and</li> <li>2. Handing over the possession of the premises in maintained condition as per the Agreement.</li> </ol>



Date: \_\_\_\_\_

Sub: **Proposal for Residential premises available as per your requirement.**

The following premises are available as per your requirement. The specifications and terms are as follows:

Sr.	Premises	Location	Lic. Fee	Area	BHK	Remark
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Thanking you & assuring you of our best attention at all times

For **SPACE MANAGEMENT**

\_\_\_\_\_  
(Executive Residential Rental)

I hereby agree to deal for the above mentioned properties through M/s. SPACE MANAGEMENT ONLY. I also agree to your general terms and condition and will pay your brokerage upon finalizing any of the above mentioned properties.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_



From,



To,  
**SPACE MANAGEMENT**  
SPACE HOUSE,  
Opp. Crossword,  
Near Mithakhali Six Roads,  
Navrangpura,  
Ahmedabad 380009.

Date : \_\_\_\_\_

Dear Sir,

**Sub: Requirement of a residential property on Rent**

1. I want a residential property on rent.
2. I agree to your general terms and conditions mentioned herein, which may vary in case to case basis.
3. I shall submit the necessary documents before the agreement is executed.
  - ✓ In case of Company Lease:
    - ✓ Employment Proof of the occupant.
    - ✓ Photo Identity Proof like Driving Licence, PAN Card etc of the employee.
  - ✓ In case of Personal Lease:
    - ✓ Employment Proof (if applicable)
    - ✓ Photo Identity Proof like Driving Licence, PAN Card, Voter's ID card etc.
    - ✓ Permanent Address Proof like Driving Licence/Passport.
4. I will not deal directly for the properties shown by Space Management with anybody.
5. I am agreeable to pay your brokerage and renewal charges as per the terms mentioned below upon finalizing this property.
  - ✓ **Fresh Deal:** One month's license fee.
  - ✓ **Renewal:** 10% of the license fee.

Please Note:  
**Service tax would be applicable as per the govt. norms prevailing at that time.**

Thanking You,

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Group Companies :

**SPACE MANAGEMENT LIMITED**  
THE PROFESSIONAL ESTATE AGENCY

**SPACE MANAGEMENT**  
Building Relations in Reality

Head Office :

**SPACE HOUSE,**  
Opp. Crossword,  
Near Mithakhali Six Roads,  
Navrangpura,  
Ahmedabad 380009.

Branch Office :

319, Platinum Plaza,  
Opp. IOC Petrol Pump,  
Judges Bungalows Road,  
Bodakdev,  
Ahmedabad 380054.

Mobile: +91 99258 00000  
Tel: +91 79 26447788 Fax: +91 79 26420660

E-mail: [space@spacemanagement.co.in](mailto:space@spacemanagement.co.in)  
Visit us at [www.spacemanagement.co.in](http://www.spacemanagement.co.in)

## General Terms And Conditions

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# Q U A L I T Y P O L I C Y

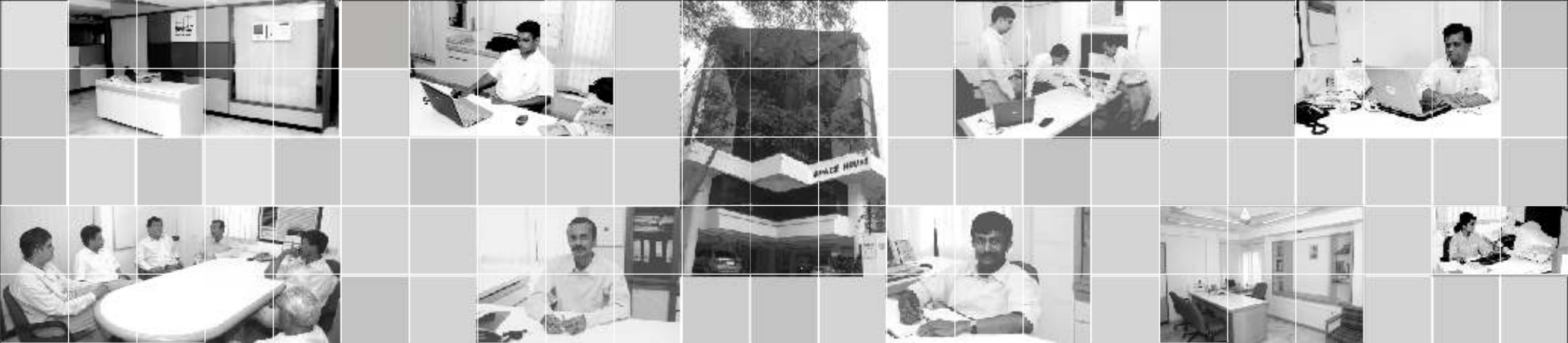


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Space Management is a professionally managed Real Estate Agency, availing or providing space, to individuals and corporates, for residential or commercial use, on rent or for sale / purchase, ensuring utmost customer satisfaction, by optimizing the use of technology and trained human resource.

”





*Group Companies :*

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THE PROFESSIONAL ESTATE AGENCY

**SPACE MANAGEMENT**  
Building Relations in Real(i)ty

*Head Office :*

**SPACE HOUSE,**  
Opp. Crossword,  
Near Mithakhali Six Roads,  
Navrangpura,  
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*Branch Office :*

319, Platinum Plaza,  
Opp. IOC Petrol Pump,  
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Bodakdev,  
Ahmedabad 380054.

Mobile: **+91 99258 00000**  
Tel: **+91 79 26447788** Fax: **+91 79 26420660**

E-mail: **space@spacemanagement.co.in**  
Visit us at **www.spacemanagement.co.in**